



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR PUBLIC HEALTH
Division of Health Planning & Epidemiology
Immunization Program**

**Steven L. Beshear
Governor**

275 East Main Street, HS2E-B
Frankfort, KY 40621
(502) 564-4478 phone
(502) 564-4760 fax

**Janie Miller
Secretary**

To: Kentucky Vaccines Program (KVP) Providers

From: Laura Harrod, M. S. Ed.
Kentucky Vaccines Program Coordinator

Date: March 3, 2010

Subject: Packing Slips

The Kentucky Vaccine Program is implementing changes to the procedures previously used when vaccine shipments arrive in your clinics. You will no longer be required to fax/mail copies of the packing slips to KVP, unless there is an exception with your shipment.

As soon as a vaccine shipment arrives, open the package and IMMEDIATELY contact the Project Points of Contact (PPOCs) at (502)564-4478 if there is any exception to the order. If there is no exception please file the packing slip in a folder and keep for three years. If there is an exception to the order you must contact KVP within 2 hours of receiving the order so McKesson will make corrections if necessary.

The Project Points of Contact (PPOCs) are:

- Clarissa Wilson at (502)564-4478, extension 3734 or e-mail Clarissa.Wilson@ky.gov for hospitals (PIN's beginning with 100 or 200), private providers (PIN's that start with D) and PINs that start with a CC.
- Rita Lathrem at (502)564-4478, extension 3914 or e-mail Rita.Lathrem@ky.gov for PINs that start with H, RH, FQ, SC, AR and OP.

If there are any questions please call me at (502)564-4478, extension 3855.

cc: Kraig Humbaugh, M.D., M.P.H.
Robert Brawley, M.D., M.P.H.
Alicia Tindall, R.N., B. S.
Margaret Stevens Jones, R.N., B.S.N., B.S. Ed.
Jan Hatfield, R. N., B.S.N.

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